

Dillsboro Town Council

June 12, 2023

The regular monthly meeting of the Dillsboro Town Council was opened by President, Doug Baker, with the pledge to the flag on June 12, 2023 at 6:00 p.m..

Kevin Turner, Town Manager, in place of a prayer, stated keep John Watson in their prayers due to his mothers health.

Council members present: Doug Baker, Becky Fryman, Tim Benning, Charlie Caldwell and Jamie Craig.
Attorney absent: John Watson

The minutes of the regular meeting on May 22, 2023 were approved by CM Fryman. Seconded by CM Caldwell. Motion carried.

Clerk-Treasurer – Rita Stevens

- Friendship State Bank CD's. The 5 - \$100,000.00 CD's from Riverboat Fund. The town received the rate of 4.25% instead of 4.2%.
- Sewer Adjustment – Nathan Burgan – 12490 North Street. Water leak in cellar. Adjustment for \$242.22. CM Benning made a motion to approve the sewer adjustment. Seconded by CM Fryman. Motion carried.
- Fire Department invoice from Fire Services for \$2,823.04 for light bars that was tabled from the last meeting. Tim Heitmeyer, Fire Chief, stated the Fire Department will pay the invoice plus the invoice for Liberty Mutual Insurance for \$442.40. TM Turner stated for Heitmeyer to submit a budget for the 2024 budget. Heitmeyer stated he always submitted a budget to the previous clerk-treasurer. CT Stevens stated she has never received a fire department budget even the 2 years the previous clerk-treasurer guided her with the budget.
- CT Stevens stated will be meeting with DLGF the first of August to review the 2024 budget. At this time will see if approved the DLGF or not. Budget Hearing is September 11. Adoption Meeting is October 9. TM Turner stated a request from department heads need to submit their budgets by July 15th.
- CT Stevens will be attending the ILMCT Conference from Sunday, June 25th thru Thursday, June 29th in Fort Wayne. Administrative Assistant, Kami Hamilton, was asked to work these days but can not work on Monday, June 26th so TM Turner will have the office open.
- CT Stevens stated since Hamilton can't work on the 26th. June meter readings will be read on Friday, June 23rd and prepped on Thursday, June 22nd. Other months, prep was on Monday and readings on Tuesday. There could be some overtime as utility-clerk. Depends how readings goes on Friday.
- CT Stevens also stated since Hamilton can't work on the 26th. CT Stevens will be doing payroll on Saturday, June 24th because it needs to be done on Monday. This is clerk-treasurer so no overtime.

Fire Department – Tim Heitmeyer

Approval of two new members of Steve Hofsettler and Ezra Nelson (cadet). CM Benning made a motion to approve. Seconded by CM Caldwell. Motion carried.

Utility Department – Matt Bauer

- Curry & Associates, Inc. invoice for \$16,805.00 from SRF for engineering services for the 2022 water system improvement. CM Fryman made a motion to approve the invoice. Seconded by CM Caldwell. Motion carried.
- Need approval to pay application #6 for water project to Mike Holman for \$97,358.37. CM Benning made a motion to approve. Seconded by CM Fryman. Motion carried.
- Waterline extension - \$129,000.00 is left in the account from the water project. The extension would be on North Street from US 62 to Holland Drive. Lori Young estimated total around \$217,000.00. The \$88,000.00 would come from Riverboat. Curry & Associates for engineering would not have any additional costs. Council agreed to move forward to get final prices for the extension.
- Soccer field trash cans are wooden and needs to be replaced. Cans could cost from \$200.00 - \$800.00 each. Will need 4-5. Bauer gave council pictures of 3. Council decided to table to next meeting. CM Baker checking with Rising Sun.
- Requesting of possible new road projects with Community Crossing Grants for Western Row and Main Streets. And possible Guion Street. Community Crossings pays 75% and town pays 25% from Riverboat. Council decided for Bauer to look into this.
- Holman been changing meters out.

Town Manager/Economic Development – Kevin Turner

Update on Code Enforcements.

- 12625 North – Troxell/Tackitt. Made contact with daughter of owner. Owner is in the nursing home. Working with them to get mowed.
- 12624 North – Muncy/Fields. Property being cleaned up.
- 12774 North – Steven Blair. Complied.
- 12766 North – Kyle Smith. Served letter. Has not complied. Town will mow and bill.
- 12949 North – John Boyken. Complied.
- 10194 Front – Jan Perdue. Complied
- 12527 Rullman Dr. – Rental house. Owner Mark Caldwell. Spoke to resident. Wife just out of hospital. Have seen minor improvement.

Main Street

- Main Street Training with board was conducted by Indiana Office of Community & Rural Affairs on May 24.
- Activities – House of Brisket Food Truck on June 2. (236 customers) Jazz Festival Ice Cream Booth on June 3. (103 bowls) 1st Concert Series on June 10 and served ice cream. (36 bowls)

Indiana Landmarks 3 story on 12854 North. TM Turner will be meeting with Jarrod Holbrook on June 13.

Garbage Rate Increase. Town currently charges \$13.50 for trash and recycling pick-up. Rumpke extended our contract until August 31 instead of July 31. Contacted Best Way. Their rates were higher than Rumpke. Rumpke increase is for residential of 23% 1st year and dumpster 28%. Council was given a proposal to charge an increase each year from 2023 – 2025 or a one time increase for 3 years of \$18.23 (\$4.73 increase). Council agreed to a one time increase. CM Benning made a motion to approve the one time increase of \$18.23. Seconded by CM Caldwell. Motion carried. To make this official a Public Special Meeting will be held on July 10th at 6:00 p.m. before the regular council meeting. This will be advertised in the newspaper and in the July utility bills.

Security Gate at Sewer Plant – TM Turner stated there has been problems with people going into the sewer plant during and after hours unauthorized. To solve this problem. TM Turner presented an estimate from EQSI for a automatic gate for \$30,360.09. Remotes will be in town vehicles and a Knox box will be provided for the fire department. Same gate is used at the military properties. The gate will be placed where the fence is. CM Benning made a motion to approve this gate and to be paid from Riverboat. Seconded by CM Craig. Motion carried.

CM Fryman stated on Lot #1 at the Trailer Court on Michelle Lane needs to be cleaned up. TM Turner will check on it.

Beautification – Charlie Caldwell

CM Caldwell stated the summer flowers has been planted. There is a perennial grass plant that will stay. Getting more volunteers to help water.

Park – Kevin Turner

Matt Bauer and Kevin will be meeting with Greg Hughes and Jeremy Getz on June 13 to determine where to pave for extra parking.

CT Stevens stated the soccer building was rented out on June 1 for the 1st time since soccer season. A family member of the renter told CT Stevens there was mold in the refrigerator and the kitchen was dirty. Had to clean kitchen before use. Council agree the kitchen needs to be checked before a rental to make sure it is clean.

Attorney – John Watson Absent (Kevin Turner)

Approval of Salary Ordinance 2022-12-3 Amended on June 12, 2023 (attached). Changes were removing Susan Greco and adding Kevin Turner as Town Manager. Removing Kevin Turner and adding Ashley Brown as police officer. Removing Susan Greco under medical insurance regarding her Medicare and HSA. Also on Vacation Entitlement changed date of the Employee Personnel Policy from December 26, 2001 to revised January 1, 2023. CM Fryman made a motion to approve the Salary Ordinance. Seconded by CM Caldwell. Motion carried.

Sewer Deposit & Transfer increase. Due to Mr. Watson absent. Tabled to the next meeting.

Old Business

CM Fryman mention regarding the monthly Fire Department invoices talked about at the May 22 meeting. TM Turner stated he talked to Jared Teaney. Teaney is going to check into the invoices of Comcast Cable, SEI Data and Brightspeed.

New Business

Tim Heitmeyer stated would like the town to look into a permanent stage and bathrooms at the green space on Front and North Streets. Area is used for summer concerts and the civic center has to rent a stage and get portable toilets. Also if there was a stage. The Jazz Festival and the Dillsboro Homecoming could use it. Would like to see the town move forward in getting a grant. CT Turner will check into this.

Being no further business. CM Benning made a motion to adjourn the meeting at 7:35 p.m. Seconded by CM Fryman. Motion carried.

Rita Stevens

Charli Caldwell
Becky Ferguson

Doug Baker
Jamie Craig

Tom Benning

AMENDED
TOWN OF DILLSBORO ORDINANCE 2022-12-3
AS AMENDED JANUARY 23, 2023
AND AS AMENDED ON JUNE 12, 2023

An ordinance Amending salary and wages for the employees, Town Council and Clerk Treasurer of the
Town of Dillsboro for the 2023 fiscal year

Whereas the town council has the lawful obligation and duty to set amounts of compensation and increases and decreases from time to time of the Town's employees;

And whereas, it has been determined that certain employees should have salaries and wages for the year 2023 and are effective upon December 26, 2022, unless otherwise noted herein.

NOW THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL, TOWN OF DILLSBORO:

1. That Michael J. Beach shall be given an hourly wage of \$20.13 to be taken from water works, sewer or general or motor vehicle highway fund based on 40 hours per week. The overtime rate will be \$30.19 per hour. The Sunday Overtime rate will be \$40.26. He shall be reimbursed \$600 annually for cell phone usage.
2. That Brian Graver shall receive \$22.28 per hour from the Water Works, Sanitary Sewage and General Funds or Motor Vehicle Highway Fund based on a 40-hour work week. The overtime rate will be \$33.42 per hour. The Sunday Overtime rate will be \$44.56. He shall be reimbursed \$600.00 annually for cell phone usage.
3. That Eric R. Graver shall receive \$23.15 per hour from the Sanitary Sewage Funds based on a 40-hour work week. The overtime rate will be \$34.73 per hour. The Sunday Overtime rate will be \$46.30. He shall be reimbursed \$600.00 annually for cell phone usage.
4. That Matthew Bauer, Utilities Superintendent, shall receive \$28.08 per hour from the Sanitary Sewage Funds based on a 40-hour work week from water works, sewer or general fund. The overtime rate will be \$42.12 per hour. The Sunday Overtime rate will be 56.16. He shall be reimbursed \$600.00 annually for cell phone usage. Matthew Bauer shall be eligible to receive three years vacation calculated from August 26, 2019, and shall thereafter be entitled to vacation as provided by the Town's personnel policy as thereafter in effect.
5. That Utilities Clerk Rita Stevens shall receive \$15.91 per hour from Water Works and Sanitary Sewage Funds based on a 40-hour work week. Overtime rate will be \$23.87 per hour. The Sunday Overtime rate will be \$31.82. She shall be reimbursed \$600.00 annually for cell phone usage.
6. That Administrative Assistant Kami Hamilton shall receive \$13.90 per hour from Water Works and Sanitary Sewage Funds based on a work week limited to twenty-four hours, as the position is part-time. No overtime is expected due to the part-time nature of the position. However, if the Administrative Assistant ever exceeds forty (40) hours in a work week, the overtime rate will be paid at the rate of \$20.80 per hour. The Administrative Assistant shall report to the Town Manager who shall make the Administrative Assistant's schedule and direct the Administrative Assistant in her duties.
7. That Kevin Turner shall be Town Manager and shall be paid \$2,230.77 salary per pay period based on a 40-hour week from the general fund, effective March 6, 2023. Kevin Turner shall track his hours worked during each pay period and shall receive compensatory time for hours worked in excess of 80 hours per pay period. He shall be reimbursed \$450.00 per year for cell phone usage. Kevin Turner shall receive a three per cent (3%) raise for the next three (3) years (fiscal 2024, 2025 and 2026) as a condition of his employment, by agreement of Council.

8. That Kyle Cleeter shall receive \$18.54 per hour from the Water Works, Sanitary Sewage and General Funds or Motor Vehicle Highway Fund based on a 40-hour work week, per pay period. The overtime rate will be \$27.81 per hour. The Sunday Overtime rate will be \$37.08. He shall be reimbursed \$600.00 annually for cell phone usage.
9. That Donald R. Schmaltz shall receive an hourly wage of \$21.63 to be taken from water works, sewer or general or motor vehicle highway fund based on 40 hours per week. The overtime rate will be \$32.44 per hour. The Sunday Overtime rate will be \$43.26. He shall be reimbursed \$600.00 annually for cell phone usage.
10. That Police Chief Joshua Cady shall receive \$25.32 per hour based on 40 hours per week from the General Fund or MVH Fund. His overtime rate will be \$37.98. The Sunday Overtime rate will be \$50.64.
11. That Patrol Officer Ashley Brown shall receive \$21.50 per hour based on 40 hours per week from the General Fund or MVH Fund and 2/3 of LIT Public Safety, commencing on May 9, 2023. Her overtime rate will be \$32.25. The Sunday Overtime rate will be \$43.00. Upon completion of an initial six-month probationary period, Ashley Brown shall receive a fifty cent (\$.50) per hour raise. Upon successful completion of the Indiana Law Enforcement Academy Tier II Course, Ashley Brown will receive an additional fifty cent (\$.50) raise per hour. Overtime and Sunday pay rate will be re-calculated upon receipt of either fifty cent (\$.50) per hour raise described herein.
12. Employees who receive the \$600.00 cell phone allowance shall receive reimbursement in two installments, the first on or about June 1, 2023, and the second, on or about December 1, 2023.
13. Employees may also opt to take overtime hours as compensatory time rather than receiving overtime pay. Employees shall arrange compensatory time with their immediate supervisor, which will not be unreasonably denied. The employee will also report compensatory time scheduled and taken promptly to the clerk treasurer. Compensatory time will be granted so long as the compensatory time sought does not cause a serious disruption of town operations and/or services.

Utility employees who have on call week end duty will be paid \$100.00 per week end from water or sewer.

Any employee that acquires a CDL, a DSS Water License, or a Class 2 Wastewater license will receive an additional \$1.00 per hour for each such license earned so long as the license is maintained by the employee. The Town of Dillsboro will pay the costs for additional training, continuing education and other similar requirements necessary to maintain any such license. Each employee having secured such a license is expected to take the necessary steps to maintain the license in good standing. Every employee who receives additional pay for acquiring a CDL, DSS Water License or a Class 2 Wastewater license will be expected as a condition of employment to perform the duties which any such license holder is entitled to perform by law. Failure or refusal to perform such duties when required may result in disciplinary action or termination of employment.

Any employee hired shall receive minimum wage. The Council may approve a higher rate depending on education and experience. This payment shall come from the Water Works, Sanitary Sewage or General Funds or Motor Vehicle Highway Fund.

All salaries and/or wages are to be paid every 2 weeks with twenty-six pay periods per year, and the overtime rate will be one and a half times the hourly rate. Sunday overtime will be paid as double time, per town policy. Overtime will be limited to emergencies i.e., water line breaks, sewage

problems, snow removal or as seen necessary by Town Manager or Superintendent or with prior approval of the Town Council.

VACATION ENTITLEMENT: All permanent full-time employees shall earn vacation. See Town Employee Policies and Procedures Revised January 1, 2023. All 35 or more hour per week employees will receive major medical and dental insurance effective first day of employment and will be enrolled in PERF. All vacation time accumulated in 2023 shall be used in 2023. Vacation time may not be carried into 2024.

SICK LEAVE: All permanent full-time employees shall receive twelve days per year from January to December. All new employees shall receive one sick day per month from date of employment to December. Sick days can be accumulated to a maximum of 90 days.

Vacation entitlement and sick leave entitlement for new hires shall be subject to the discretion of the Council as outlined in the personnel policy.

The Town of Dillsboro will furnish major medical insurance and dental insurance to the permanent full-time employees and their families. Employees who have single coverage will pay \$85.10 per month; employees with a child pay \$158.40; employees with a spouse pay \$170.30, and employees with family coverage will pay \$245.00 per month. The Town of Dillsboro will pay the balance of the premium. The Town of Dillsboro will deposit \$2,000.00 into any employees' Health Savings Account who has an insurance plan for the year 2023 to be taken out of the Riverboat Revenue Fund. The deposits will be as follows, March, \$500.00; June, \$500.00; September, \$500.00; and December, \$500.00.

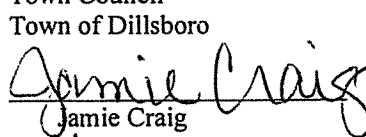
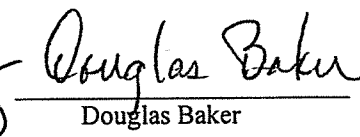
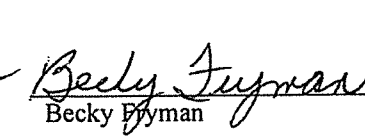
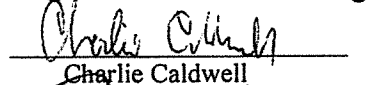

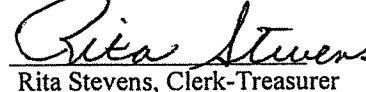
All full-time employees will be covered by PERF, effective first day of employment except for a newly created position which will be subject to enlargement approval from PERF.

The salaries of the Town Council shall be \$2610.84 per year from the Sanitary Sewage Fund and \$2,610.84 per year from the Water Works Fund and \$1,305.42 from the general fund. They will be paid the last pay period of every month. Regular meeting attendance is of great importance. Council members may miss up to two meetings without loss of pay annually. However, Council members who miss meetings in excess of two meetings annually, except for emergency circumstances, will not be paid for the missed meetings.

The clerk-treasurer shall receive \$3,224.71 per year from the General Fund, \$6,449.43 per year from the Water Works Fund and \$6,449.43 per year from the Sanitary Sewage Fund. The clerk-treasurer will be paid the last pay period of every month.

All salary and wage increases set forth above will be paid to those persons unless in the discretion of the Town Council there are insufficient appropriations or amounts contained in the budget from which to pay such increases.

Town Council
Town of Dillsboro

 Jamie Craig	 Douglas Baker	 Becky Pyman
 Charlie Caldwell	 Tim Benning	
 Rita Stevens, Clerk-Treasurer		